

0310.07 Mailing Services
Issued January 6, 1997

SUBJECT: Mailing Services

APPLICATION: Executive Branch Departments and Sub-units, the Judicial and the Legislative branches of State Government.

PURPOSE: To describe the types of mailing services provided and how to obtain them.

CONTACT AGENCY: Department of Management & Budget
Agency Services
Mail and Delivery Services
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SUMMARY: The Mailing Services section offers a wide variety of centralized mailing services to State Government. These services include processes for mail preparation and mail finishing. Since Mailing Services is part of an internal service fund, all services are provided on a fee for service basis. Postal Advances are available through DMB Financial Services. Postage Stamps (perforated postage) are no longer available. Purchases of postage stamps can be made by procurement card.

APPLICABLE FORMS: DMB-530, Requisition for Service

PROCEDURES:

Mailing Services:

- Provides a wide variety of mail processing services to prepare and process mailings and parcels for acceptance by the U.S. Postal Service (USPS), the contracted parcel delivery service vendor and the Interdepartmental Mail (I.D. Mail) system. Information regarding mailing requirements including mail piece design, formatting, readability standards, mailing rates, postage rates and other postal related matters and questions can be addressed to the Mailing Services mail consultant at (517) 322-6469.
- The Mail Preparation unit offers a wide variety of services so that items can be prepared for distribution and/or mailing. These include machine-processing functions such as: document inserting, bursting, heat and pressure sealing, folding, self-adhesive labeling, tabbing and addressing. The unit also provides address list management services including address formatting, address verification and direct image addressing (ink-jetting) to mail pieces. Mail pieces can range in size from a post card to a small magazine/catalog. Manual processing for non-machinable mailings is also available. These functions are performed by the Manual sub-unit and include: folding, labeling, inserting, packaging, and collating. The unit can also sort and bag mail according to USPS regulations. Mail piece size can range from a post card to large boxes.

- The Mail Finishing unit provides for the processing of outgoing U.S. Mail for all agencies that choose to use the service. The Mail Metering sub-unit meters agencies' mail on a daily basis, applying the appropriate postage. One and two ounce letter size mail is metered at USPS automated postage rates and is then sent to the Mail Presort sub-unit for processing on high-speed multi-line optical character reader equipment. This equipment reads the mail addresses, applies the appropriate POSTNET Delivery Point Barcode then sorts the mail by zip code groupings so that the State can receive the highest possible postage discounts. The Mail Metering sub-unit also prepares parcels for processing by the contracted parcel delivery service vendor. This service includes: receiving parcels from all state agencies, weighing them, determining the appropriate postage and presenting them to the contracted parcel delivery service vendor. Tracking numbers are assigned so parcels can be tracked throughout the delivery process. This tracking provides for delivery confirmation of parcels. Delivery confirmation information can be obtained by accessing the contracted parcel delivery service vendor's web site.

Agency:

- To obtain mail preparation services, prepare a DMB-530 'Requisition for Service' form (forms are available on the DMB Mailing Services web site). The requisition must accompany materials to be processed. Complete only the upper portion of the form. Include a description of the job functions to be performed and the department coding information necessary to bill for the services. Since the functions to be performed and mail piece volume will determine the number of days of lead-time Mailing Services will need to meet the agency's stated deadline, the agency should discuss the job with the Mailing Services mail consultant well in advance of submitting it to Mailing Services.
- Outgoing U.S. Mail should be prepared according to Procedure 0310.01 and submitted for processing, accompanied by a completed bar coded metered mail postal account form / card.
- Outgoing U.S. Mail that has already been metered and is being submitted for presorting only must be prepared according to format and readability standards contained in the current USPS Domestic Mail Manual. The Mailing Services mail consultant can help ensure conformance to the USPS format and readability standards.
- Parcels to be shipped via the contracted parcel delivery service vendor can be placed in the I.D. Mail for delivery to and processing by Mailing Services. Prepare the parcels according to Procedure 0310.01. This includes completing a bar coded UPS postal account form / card. All parcels must be clearly marked for shipment by the contracted parcel delivery service.
- Mailing Services provides liaison services between State Government and the USPS. Therefore, before establishing a new permit account, a new Business Reply account or a new box number (caller service), contact Mailing Services. Business Reply Permit number 1312 is available for use by all agencies.

For other general information on services offered, please contact Mailing Services mail consultant at: (57) 322-6469 or go to: www.michigan.gov/dmb. Once there, click on Agency Services, then Mailing Services, for other helpful tips.
